



COTTONWOOD HEIGHTS PLANNING COMMISSION MEETING AGENDA

Notice is hereby given that the Cottonwood Heights Planning Commission will hold a **Work Session Meeting** (Room 124, City Council Conference Room) beginning at **5:00 p.m.** and a **Business Meeting** (Room 5, Council Chambers) beginning at **6:00 p.m. on Wednesday, July 19, 2017**, located at 2277 East Bengal Boulevard, Cottonwood Heights, Utah.

5:00 p.m. WORK SESSION (Room 124)

- 1.0 Review Business Meeting Agenda**
(The Commission will review and discuss agenda items.)
- 2.0 Discussion Item – Site Plan Amendment to Project SPL-16-002 (Starbucks)**
Staff will discuss a proposed amendment to the approved site plan for Project SPL-16-002, a Starbucks Café located at 7025 S Highland Drive
- 2.1 Discussion Item – ‘Small Cell’ Wireless Telecommunication Equipment**
Staff will discuss a potential pending ordinance regarding ‘small cell’ wireless telecommunication equipment located in the public right-of-way.
- 2.2 Discussion Item – Title 12 (Subdivision Code)**
Staff will discuss an upcoming city initiated text amendment to Title 12 (Subdivisions) of the Cottonwood Heights Municipal Code.
- 2.3 Additional Discussion Items**
The Commission may discuss the status of pending applications and matters before the Commission and new applications and matters that may be considered by the Commission in the future.

6:00 p.m. BUSINESS MEETING (Room 5)

- 1.0 WELCOME/ACKNOWLEDGEMENTS – Acting Commission Chair**
- 2.0 CITIZEN COMMENTS**
(Please note: In order to be considerate of everyone attending the meeting and to more closely follow the published agenda times, public comments will be limited to three minutes per person per item. A spokesperson who has been asked by a group that is present to summarize their concerns will be allowed five minutes to speak. Comments which cannot be made within these limits should be submitted in writing to the City Planner prior to noon the day before the meeting.)
- 3.0 PUBLIC HEARINGS**
- 3.1 (Project #BP-17-0366)**
Public comment on a request from Ryan Brown to install a private access gate at approximately 7255 S Caladora Cove (parcel #22-29-278-018).

4.0 ACTION ITEMS

4.1 (Project #BP-17-0366)

Action on a request from Ryan Brown to install a private access gate at approximately 7255 S Caladora Cove (parcel #22-29-278-018).

4.2 Approval of Minutes for July 5th, 2017

5.0 ADJOURNMENT

On Wednesday, July 12th a copy of the foregoing notice was posted in conspicuous view in the front foyer of the Cottonwood Heights City Offices, Cottonwood Heights, Utah. A copy of this notice was emailed to the Salt Lake Tribune and Deseret News, newspapers of general circulation in the City by the Office of the City Recorder. The Agenda was also posted on the City's website at www.cottonwoodheights.utah.gov and the State Public Meeting Notice website at <http://pmm.utah.gov>

DATED THIS 12TH DAY OF JULY, 2017

Paula Melgar, City Recorder

Planning Commissioners may participate in the meeting via telephonic communication. If a Commissioner does participate via telephonic communication, the Commissioner will be on speakerphone. The speakerphone will be amplified so that the other Commissioners and all other persons present in the room will be able to hear all discussions. In compliance with the Americans with Disabilities Act, individuals needing special accommodations or assistance during this meeting shall notify the City Recorder at (801)944-7021 at least 24 hours prior to the meeting. TDD number is (801)270-2425 or call Relay Utah at #711. If you would like to submit written comments on any agenda item they should be received by the Planning Division no later than Tuesday at noon. Comments can be emailed to bberndt@ch.utah.gov. After the public hearing has been closed, the Planning Commission will not accept any additional written or verbal comments on the application.

Planning Commission
Meeting Date: July 19, 2017



**FILE NUMBER/
PROJECT NAME:**

BP-17-0366

LOCATION:

7255 South Caladora Cove; Parcel #22-29-278-018

REQUEST:

Building permit approval to install a private access gate

APPLICANT:

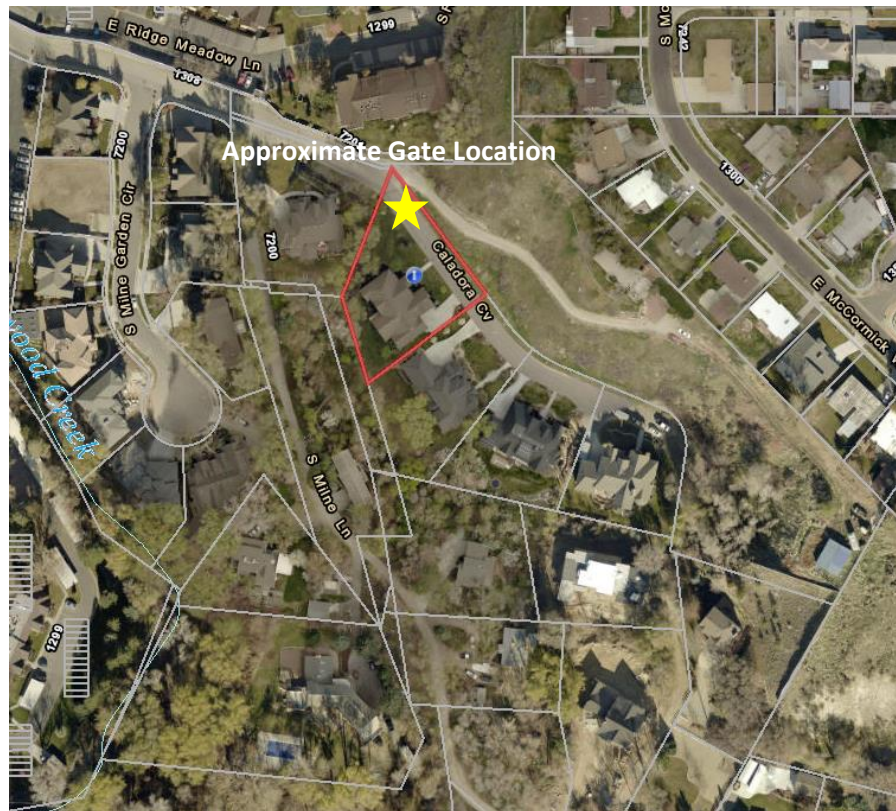
Ryan Brown; 801-514-6406

RECOMMENDATION:

APPROVE subject to attached conditions of approval

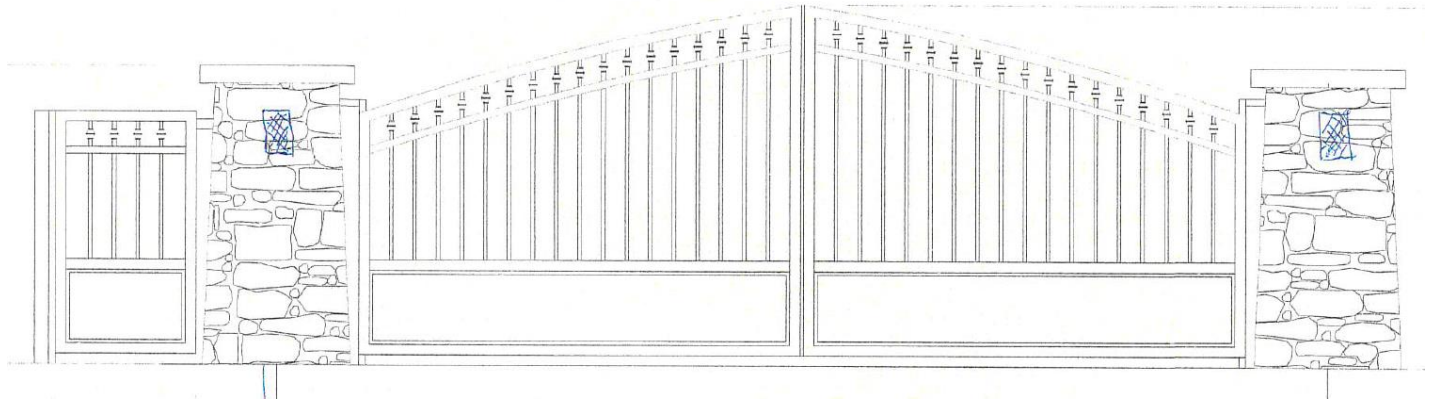
APPLICANT'S PROPOSAL

The applicant is requesting approval from the planning commission to construct a private access gate on Caladora Cove (approximately 7255 South Caladora Cove), which is a privately owned and maintained street.



DEVELOPMENT INFORMATION

Proposal



The proposed gate is wrought iron, and is approximately 8.5' in height by 30' in width, including pillars and support structures. The gate is proposed to be mounted on 7' stone columns. A keypad is proposed to be installed 15' to the northwest of the gate, and the gate will open to the southeast (inward). Two light fixtures are proposed to be installed on the pillars supporting the gate.

Staff Analysis: Approval of the design of the gate is subject to architectural review commission approval. No permit will be issued until that approval is granted.

Approval Procedure

The construction of private access gates on private streets is allowed, but requires prior approval by the planning commission and architectural review commission, per city ordinance chapter 14.12.130(F):

"Gated access to private roadways is subject to prior city approval, and shall be considered by the city's planning commission on a case-by-case basis. Proposed gated access shall be subject to any minimum standards for such gateways adopted by the city, and to design review by the city's architectural review commission."

Staff Analysis: Prior to the issuance of a building permit, the application must be approved by the planning commission and architectural review commission, and must meet all minimum standards of all pertinent city departments (Community Development, Engineering, Public Works, Fire, Building, etc.)

Zoning

A preliminary zoning review of the proposed gate was completed on June 30, 2017. Further, staff has requested signed and notarized consent forms from all individuals with a documented property right on the private right-of-way (i.e. Caladora Cove) affected by the proposed gate.

Staff Analysis: *The applicant has received the review checklist and is working to address them. All individuals with a documented property right on the private street (Caladora Cove) must sign a consent letter prior to issuance of any building permit.*

Fire

The applicant's plans were reviewed by the Unified Fire Authority, and is working to meet the applicable security gate requirements found in the Fire Code.

Staff Analysis: *No permit will be issued until the Unified Fire Authority approves the building plans for the gate, signified by an approval stamp and date on the plan set.*

Engineering

The applicant received a list of required correction items from the city engineer on June 30, 2017, and is working to address those review items. The comments from the city engineer encompass all applicable public works requirements, and no formal public works review is necessary.

Staff Analysis: *No permit will be issued until the City Engineer approves the plans for the gate, signified by an approval stamp and date on the plan set.*

Building

The city's Building Department has approved the plans for the proposed gate. If any changes are made to those plans, the Building Department will complete a follow-up review to ensure compliance with applicable building code regulations.

Architectural Review

The architectural review commission is required by ordinance to approve all applications for private access gates. Staff is working with the commission members to schedule a review of the proposal.

Staff Analysis: *Staff is working to schedule a meeting with the architectural review commission. No permit will be issued until the architectural review commission has approved the design of the proposed gate. Staff has asked the applicant for additional architectural details.*

Attachments

1. Conditions of Approval and Findings
2. Model Motions
3. Proposed Plans

CONDITIONS OF APPROVAL

Staff recommends APPROVAL subject to the following conditions:

1. The design of the proposed gate shall be approved by all applicable city departments, as well as the planning commission and architectural review commission prior to issuance of any building permit;
2. The applicant shall obtain signed and notarized consent forms from all parties with documented ownership of the Caladora Cove private right of way, including but not limited to: owners of real property, owners of easements, utility companies, etc. Satisfaction of this condition is subject to approval by city staff and the city attorney;
3. The applicant shall provide written approval by the applicable waste management agency prior to issuance of any building permit;

FINDINGS FOR CONDITIONS

1. The proposed project shall follow the proper codified procedure in the city code, and shall meet all minimum standards of all applicable city departments;
2. The proposed gate will limit access to the Caladora Cove right of way. Requiring owners' consent signatures ensures that all parties with documented ownership that may be affected by the gate have the opportunity to review the proposal prior to construction;

MODEL MOTIONS

Approval

I move that we approve project BP-17-0366, a request from Ryan Brown, to construct a private access gate on Caladora Cove, located at 7255 S Caladora Cove, in accordance with the approved building plans and subject to all city review comments and subject to all conditions of approval in the staff report dated July 19, 2017:

- Add any additional conditions...
- Add any additional findings...

Denial

I move that we deny project BP-17-0366, a request from Ryan Brown, to construct a private access gate on Caladora Cove, located at 7255 S Caladora Cove, based on the following findings:

- List findings for denial...

